



U.S. DEPARTMENT OF STATE
U.S. EMBASSY ABUJA
Notice of Funding Opportunity (NOFO)

Funding Opportunity Title:	PEPFAR Small Grants for Community-Led Monitoring
Funding Opportunity Number:	DOS-NG-PEPFARCLM-FY2022-001
CFDA Number:	19.029 PEPFAR
Statutory Authority:	Federal Assistance Act; PEPFAR Extension Act 2018
Total Amount Available:	\$300,000
Maximum for Each Award:	\$25,000
Deadline for Application:	July 31, 2021
Eligibility Category:	Not-for-profit organizations including civil society/non-governmental organizations and public and private institutions

A. Program Description:

U.S. Embassy Nigeria/PEPFAR Coordination Office of the U.S. Department of State announces an open competition for organizations to apply to carry out a Community-Led Monitoring Program (CLM).

CLM is a community initiated, client-centered, evidence-based approach to facilitate continuous and convenient access to HIV services for people living with HIV. The goal is to develop a shared understanding of the enablers and barriers to accessing and utilizing HIV services, in a manner that is productive, collaborative, respectful, and solutions-oriented, toward improved service delivery and client outcomes for end users of services at the facility and community levels.

PEPFAR's objectives for the program are; to assess barriers to HIV service access and uptake from the perspectives of people living with HIV ("client"); to evaluate gaps in delivery, which negatively impacts treatment adherence, from the client's perspective; to identify actionable recommendations and deploy mitigants for needs and gaps identified. To achieve these objectives, PEPFAR is seeking not-for profit organizations with capabilities to work to implement CLM. This would include the capability to monitor HIV service delivery at the health facility level. It would include the capability to routinely and systematically gather crucial information and observations about the quality and accessibility of HIV services from the client's perspective. It would involve the capacity to work with PEPFAR teams and implementing partners to facilitate joint action that would help to improve the quality and accessibility of HIV services and ultimately the patient experience and patient outcomes.

CLM data should reflect an “added value” and not duplicate collection of routine data already available to PEPFAR through PEPFAR Monitoring and Evaluation Reporting (MER). “Added Value” monitoring includes information from beneficiaries about their experience with health facility and information about barriers/enablers to access and retention in service, among others.

CLM must be implemented objectively and by independent organizations. PEPFAR implementing partners currently engaged in service delivery at the health facility level cannot be funded under this program.

Priority Project Locations and Beneficiaries: PEPFAR supports with comprehensive HIV treatment services, more than 1,450 health facilities across the 36 States of Nigeria and the Federal Capital Territory. For the CLM program, PEPFAR has prioritized 230 of these facilities, spread across 10 states namely, Akwa-Ibom, Benue, Cross River, Enugu, FCT Abuja, Kaduna, Lagos, Nasarawa, Plateau, and Rivers. The 230 health facilities were prioritized because of their FY21 status as “lower performing, large volume” sites based on their MER outcomes.

Organizations that geographically work in proximity to the prioritized 230 health facilities will be given preference for funding. Applicants should specify the project location (i.e., the geographic area) to be targeted, the number of facilities it can provide community-led monitoring, the sample size per facility, and the proposed health facilities in order of preference. If there is an overlap in the choice of health facility, involving two or more successful grant applicants, PEPFAR reserves the discretion to determine which organization should implement CLM at that facility. PEPFAR will exercise this discretion based on good judgement and in accordance with emerging program needs. **Please find attached a list of the prioritized 230 health facilities and their locations.**

Key Deliverables:

Routinized review of HIV service delivery and uptake, corroborated by documented upward appraisal in client’s treatment adherence, and significantly decreased loss to follow-up of clients in sites that have previously recorded them.

Other key deliverables include, but are not limited to:

1. Use a standardized CLM tool, created by CSOs, and provided by PEPFAR, for the purposes of site visits and data collection.
2. Participate in PEPFAR-led training on CLM standards, CLM data entry processes, and how PEPFAR teams and implementing partners would triangulate the CLM findings with other PEPFAR data sources, including MER results, and use it as part of their decision-making processes and partner or program management approach.
3. Train community project implementers (to include training in health advocacy and collaboration, information gathering, and client’s rights).
4. Achieve a sampling of clients receiving services.

5. The sampling should include perspectives for all constituencies that access HIV health-related services including, general populations, women, children (parents/guardians/caregivers for minors by age) adolescents and young people, and key populations.
6. Ensure mechanisms are in place for rapid response to red flags.
7. Ensure channels are established for regular feedback with PEPFAR, health facilities, and health authorities at the applicable sub-national or national levels, to share findings and develop quality improvement solutions.
8. Make actionable recommendations to improve access, retention, and quality client care.
9. Track implementation of the recommendations at facility, sub-national, or national levels.
10. Submit quarterly reports to PEPFAR or participate in quarterly meetings with PEPFAR, community, government and other stakeholders, to provide in-depth discussion of work and results and to develop quality improvement strategies.

The PEPFAR Coordination Office receives many more grant applications than it can fund. A grant application that is responsive to this NOFO and has a **reasonable and realistic budget in relation to the scope of activities proposed** will give your organization the best chance to qualify for funding.

Contact Person: For questions on this NOFO, please email AbujaPCO-CLM@state.gov

B. Federal Award Information

Length of performance period: 12 months
Number of awards anticipated: 15 awards (dependent on amounts)
Maximum for Each Award: Up to \$25,000
Total available funding: \$300,000
Anticipated program start date: February 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant, fixed amount award, or cooperative agreement. Cooperative agreements are different from grants in that embassy staff are more actively involved in the grant implementation.

Statutory Authority

Overall, grant-making authority for this project is contained in the Foreign Assistance Act of 1961, as amended.

Award Management

The successful applicant awarded under this NOFO may need to routinely collaborate with the PEPFAR Coordination Office.

The Recipient must ensure that all funds are used in a manner consistent with U.S. Government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

C. Eligibility Information

Eligible Applicants

The following organizations are eligible to apply:

1. Not-for-profit organizations, including think tanks and civil society/non-governmental organizations.
2. Public and private educational institutions.

Eligibility Requirements

1. Eligible organizations must demonstrate capability to conduct site-level surveys and an understanding of the entry processes and the stakeholder engagement required to succeed.
2. Eligible organizations must have the capability to collaborate on the national or sub-national levels with PEPFAR and key health stakeholders and at neighborhood levels with clients receiving HIV services.
3. Eligible organizations must have the capability to implement a monitoring and advocacy program to promote cooperation in addressing HIV, encourage constituency to share their experience, and facilitate joint actions that make a difference in the HIV response.
4. Eligible organizations must have established offices, at least 12 months prior to application submission, in the geographic area for which they are applying to implement the CLM program.
3. Eligible organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.
4. PEPFAR implementing partners currently engaged in service delivery at the site or facility level are not eligible to apply.
5. For-profit, commercial entities or individuals are not eligible to apply.

Cost Sharing or Matching

The U.S. Department of State encourages applicants to provide cost-sharing from additional sources in support of project. “Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues. However, providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO. If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount

of cost-sharing as stipulated in the recipient's budget, the Department of State's contribution may be reduced in proportion to the recipient's contribution.

D. Application and Submission Information:

Please follow all instructions below carefully:

Applicants must ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity
2. All documents are in English
3. All budgets are in U.S. dollars and calculated at USD 1= N405
4. All pages are numbered
5. All Microsoft Word documents are single-spaced, 12-point Times New Roman font

Complete applications must include the following required documents:

1. Mandatory application forms

- SF-424 (*Application for Federal Assistance - organizations*)
- SF-424A (*Budget Information for Non-Construction programs*)
- SF-424B (*Assurances for Non-Construction programs*) *note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov*

The mandatory application forms are available through this link:

<https://www.grants.gov/web/grants/forms/sf-424-family.html>

2. Summary Page: Cover sheet stating the name of the applicant organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal Narrative (8 pages maximum):

Please see the “Narrative Components” section below for details on the information to include in the proposal. (The 8-page limit does not include the Summary Page, Table of Contents, Budget, Budget Narrative, Budget Breakdown Spreadsheet, Letter of Disclosure, Letters of Institutional Support, NICRA, Audit, CVs, Official permission letters, or the SF-424s).

Narrative Component: This proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include the following information:

- **Executive Summary:** This section should be a succinct one-page summary narrative that outlines the proposed program; it should include: the name and contact information for the project's main point of contact; the project's purpose; geographic area of implementation; health facilities to be targeted, program length (dates/duration); total funding requested (indicate any sub-grants proposed); project's goals, primary objectives and expected results (highlighting any aspects of innovation, sustainability and impact of

the project); involvement or use of any NGO's or civil society organizations; and expected results and sustainability; and a one-paragraph program description

- **Organizational Capacity and Past Performance:** This section of the application provides information about the applicant organization. It should include a clear demonstration of capacity to conduct facility-level surveys (including an understanding of the entry processes and the stakeholder engagement required to succeed). It should provide a description of past and present operations, showing ability to carry out the CLM program, including information on any previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** This section provides clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable
- **Program Strategy:** Propose a clear and realistic implementation plan to significantly address the Program Objectives. Describe and outline the expected and achievable results for the project Describe and outline the relevant and appropriate Main Activities to accomplish the objectives and expected results
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. State the proportion of their time will be used in support of this program. Note the location where key staff will be based
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees
- **Management Plan:** Describe the proposed management structure for this project. Include in the narrative a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority and lines of communication within and between each of these organizations. Recognizing that COVID-19 has limited where and when staff/participants can travel, the applicant must also include a contingency plan should restricted travel remain through some portion of the period of performance. Contingency plans could include remote or virtual training tools.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

5. Budget Justification Narrative: After filling out the SF-424A budget document (above), use a separate sheet of paper to describe each of the budget expenses in detail. In addition, provide a detailed line-item budget (budget breakdown) in Microsoft Excel or similar spreadsheet format

outlining specific cost requirements within each of the summary budget category. See section H. Other Information: Guidelines for Budget Submissions below for further information.

6. Required Attachments:

- CV or resume (one page each) of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner, if applicable
- Letter of disclosure for proposed consultants/personnel (if applicable) of potential conflicts of interest, employment with a local/state/federal government, if applicable
- Letter (s) of institutional support to indicate that your organization's leadership is providing their support of the application
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

7. Indicators

All applicable indicators should be included in the proposal and subsequent to the award, routine, periodic reporting of all indicators will be required. Indicators should reflect key project outputs or outcomes that reflect on the primary goals or objectives of the project.

The implementer will be responsible for quarterly reporting on each indicator included in the grant as well as analysis of progress or impediments to reach indicator targets.

It is expected that indicators for the CLM program would include, but not limited to, the following:

- Number of patients reached/interviewed
- Number of CLM visits conducted
- Number of sites visited
- Number of trainings conducted
- Number of recommendation plans developed
- Number of follow-up on recommendations
- Proportion of recommendations successfully implemented
- Facility operational practices or policy successfully improved
- Other qualitative and/or quantitative evidence of improved client perception about quality of services provided/client satisfaction

Applicants are welcome to propose other indicators relevant to the primary objectives and expected results of the project.

The PEPFAR Coordination Office takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

8. Work Plan and Project Timeline: (attach to the proposal as a separate document)

In table format, please present a brief, one-to-two-page work plan matrix (which does count as part of the 8-page proposal), with a timeline including target dates for activities for the life of the program, which reflects the overall program approach, and objectives. Please include in the first month of your workplan, the PEPFAR-led training for successful grant applicants described under the key deliverables section above.

Submission Information

All application materials must be submitted via email at AbujaPCO-CLM@state.gov before the deadline.

The subject line should be as follows - **Applicant Organization name:** Community Led Monitoring Grants Program.

All applications must be submitted electronically; **Paper applications will NOT be accepted.**

Other Submission Requirements

Attach document files to the email as follows:

1. Federal assistance application package (SF424, SF-424A and SF-424B form family) - scanned into one document
2. Coversheet, proposal, budget justification narrative, and budget breakdown spreadsheet, work plan - scanned into one document
3. Required attachments - scanned into one document.

Application Deadline: July 31, 2021

Applications received after the deadline will not be considered.

The PEPFAR Coordination Office will notify grant applicants that are being considered for funding by September 2021.

E. Application Review Information

E.1. Proposal complete

The proposal is complete and proposal rules for submission are followed. All required documentation included. Proposals that do not meet these requirements will be deemed technically ineligible.

E.2. Criteria for Eligible Proposal

Each eligible application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Project Design (25 points)

- The proposal clearly articulates the organization's clear understanding of what CLM is and the role of CLM.
- The applicant presents innovative ideas that will maximize the program's desired impact.
- The implementation plan explains where CLM will be conducted.
- The applicant describes how each proposed project activity will address the program objectives outlined in this announcement.
- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate existing/recent activities.
- The applicant clearly explains why the proposed project design is feasible and articulates how potential challenges or delays to project implementation will be mitigated.

Achieved Results (25 points)

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts.
- The applicant clearly explains how they will plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results and indicators as described in the program announcement.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- Analysis of applicant's selected indicators and how realistic/feasible are they to the project and what are the expected project results.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment.

Organizational Capacity (30 points)

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in the area of CLM projects or other monitoring and

evaluation or research projects and has capability to collaborate at the national or sub-national levels with PEPFAR and key health stakeholders and at neighborhood levels with clients receiving HIV service. It should include a clear demonstration of capability to conduct facility-level surveys (including an understanding of the entry processes and the stakeholder engagement required to succeed).

- The applicant has identified existing partnerships, linkages and support systems in the project location. These would include health facilities, the different networks of people living with HIV, other NGO/CBO/FBO, HIV support groups, PEPFAR Nigeria implementing partners and government at the applicable national or sub-national levels
- The applicant demonstrates access to local partners that could be mobilized to meet the unique needs of the project.
- The applicant includes letters of intent/commitment/agreement from proposed partners that detail concrete plans for partner involvement.
- The organization has a financial management system that demonstrates adequate internal controls and financial monitoring procedures are in place.
- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge with CLM, monitoring, evaluation or research projects.
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.

Budget Narrative (20 points)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative and budget breakdown.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail.
- The preponderance of the budget is spent on supporting the project activities and includes costs dedicated to project management, monitoring, and evaluation.
- The overall budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- Consideration will be given to the applicant with the lowest realistic budget proposal.

E.3. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

E.4. Funding Restrictions

The following activities and costs are not covered under this announcement:

- Salaries or fringe benefits. (However, the applicant organization can request 10 percent of the total direct costs of the program as indirect cost to support overhead costs).
- Expenses made prior to the approval of a proposal will not be reimbursed.
- Projects intended primarily for the growth or institutional development of the organization
- Construction
- Projects seeking funds for personal use
- Projects that require a participation fee
- Cost of direct medical treatment
- Activities that appear partisan or that support individual or party electoral campaigns
- Police or military activities
- Religious activities (Note: Religious organizations may implement or supervise CLM activities)

F. Registration Requirements for Successful Grant Applicants:

If a proposal is selected for funding, the applicant organization would be notified and required to apply for the following registrations:

1. Obtain NCAGE (NATO Commercial and Government Entity) code at: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> - Detailed instructions at [https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20ONCA GE.pdf](https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20ONCA%20GE.pdf)
2. Obtain a Data Universal Numbering System (DUNS), if the organization does not have one already, by visiting <http://fedgov.dnb.com/webform>
3. Register with System for Award Management (SAM) www.SAM.gov after receiving the NCAGE Code and DUNS number.

Any applicant listed on the Excluded Parties List System (EPLS) in SAM is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

G. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method

Request for Payment will be submitted through a SF-270. Payments shall be disbursed via electronic funds transfer (EFT) upon receipt of a signed SF-270 form and required reporting.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, **as applicable to specific programs**, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements:

Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Recipients will, at a minimum, be required to submit quarterly Progress Reports and quarterly Financial Reports. Progress Reports will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress. Failure to submit reports on time will result in payment delays.

Recipients must report immediately when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the Grants Officer.

Progress Reporting

At minimum, it is expected that progress reports include:

- Significant activities of the period and how activities reflect progress toward achieving goals;
- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the reporting period; and
- Supporting documentation or products related to project activities (such as surveys, travel, etc.).
- Performance indicator results and supporting documentation;
- As applicable, Project Spotlight highlighting a significant area of progress under the grant as well as photos of implementation.

Final Report

The final report will be due no later than 90 days after the end date of the award or termination of all project activities.

Additional guidance may be provided prior to the award end date.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: AbujaPCO-CLM@state.gov

Payment Method:

Request for Payment will be submitted through a SF-270. Payments shall be disbursed via electronic funds transfer (EFT) upon receipt of a signed SF-270 form and required reporting.

H. Other Information

Guidelines for Budget Narrative

- **Personnel and Fringe Benefits:** The CLM grants cannot support wages, salaries, or fringe benefits of temporary or permanent staff of the applicant organization. However, the applicant organization can request 10 percent of the total direct costs of the program as indirect cost to support overhead costs.
- **Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.
- **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.
- **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.
- **Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a NICRA and includes NICRA charges in the budget, attach a copy of your latest NICRA.

Organizations that have never had a NICRA may request the indirect costs of 10% of the modified total direct costs to cover staff and overhead costs as advised above.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

Conflict of Interest

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

Applicant Vetting

Applicants are advised that proposals will be evaluated against the potential risk that federal funds may inadvertently be passed to the wrong hands and that funds may benefit terrorists groups or their supporters. Applicants may be asked to submit information required by DS Form 4184, Risk Analysis Information (attached to this solicitation), about their company and its

principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at: <https://ramportal.state.gov>, via Email to RAM@state.gov, or hardcopy to the Grants Officer.

Questions about the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting may be grounds for rejecting your proposal.

Marking Policy

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found in Section N of the Department of State's Standard Terms and Conditions:

<https://www.state.gov/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf>

Evaluation Policy

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: <https://www.state.gov/foreign-assistance-resource-library/foreign-assistance-evaluations/>.

Further, recipient organizations are encouraged to conduct their own and/or independent evaluations on their Department of State funded programs to assess performance and outcomes.

Monitoring Site Visits

There will be a monitoring site visit, at least once during the lifetime of a grant. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage funds, and share substantiating document for programmatic, indicator, and financial reporting. Specifically, the site visit will involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, data quality, etc.) as well as administrative and financial management and controls.

Privacy Disclosure

The Department of State understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that the Department of State cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

Attachment:

List of 230 PEPFAR-Supported Health Facilities Prioritized for Community-Led Monitoring Program